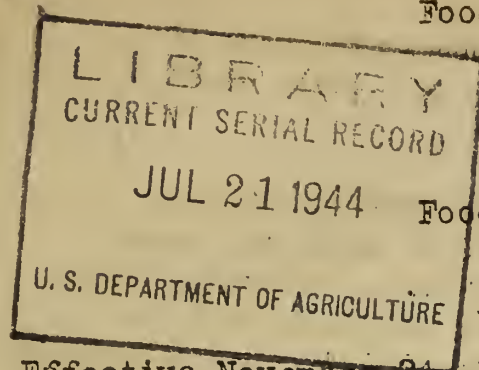


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WAR FOOD ADMINISTRATION
Food Production Administration
Washington, D. C.

November 17, 1943



Food Production Memorandum No. 7

Correspondence Procedure

Effective November 21, 1943, the Secretary's Records Section will provide mail and records service, including routing, recording, filing and mailing, for the Office of the Director of Food Production and its branches, except the Branch of Conservation Programs. Procedures of component Food Production agencies will continue as heretofore except as modified by procedures established in this memorandum.

The following procedures will be observed to insure orderly routing and handling of correspondence:

- (a) All correspondence on subjects relating to the basic functions of component agencies of Food Production will be referred to the respective agencies for reply over the signature of the agency's head or other appropriate official, except in cases where the reply involves a statement of food production policy which in the opinion of the head of the agency should be signed by the Director.

Component agencies of the Food Production Administration are Agricultural Adjustment Agency, Soil Conservation Service, Farm Security Administration, and Federal Crop Insurance Corporation.

- (b) All correspondence relating to Food Production Orders will be referred to the agency responsible for administration of the particular order involved.
- (c) All correspondence relating to production problems encountered by farmers in connection with production programs for which policies have been established will be referred for direct handling to AAA except when such correspondence involves basic functions of other agencies listed under (a).
- (d) All correspondence relating to questions of program or administrative policy, commodity programs involving matters of price and goals, will be routed in accordance with the following reference points:

1. Director of Food Production--Correspondence relating to questions of administrative or program policy of the Food Production Administration and all other correspondence not specifically referred to in the following categories.
2. Deputy Director, H. B. Boyd--Correspondence relating to matters of price, except price matters in connection with livestock and dairy feed program.

3. Deputy Director, D. A. FitzGerald--Correspondence on program matters relating to livestock and dairy feed, including price.
4. Conservation Programs Branch--Correspondence relating to programs and policies with respect to soil and water conservation, drainage, and flood control. Correspondence relating to operating phases of these subjects will be referred to agencies having basic responsibilities outlined under (a).
5. Program Operations Branch--All correspondence relating to production goals.
6. Administrative Officer, Correspondence relating to administrative matters, including personnel, budget and finance, administrative services, organization, and general management problems.

(e) General Instructions:

1. In cases where dual responsibility is involved in the preparation of correspondence, the individual to whom initial reference is made will be responsible for securing the assistance of any other agency involved either through consultation or by appropriate reference.
2. Correspondence requiring reply for signature of the War Food Administrator will be identified by an appropriate jacket. Replies should be prepared in accordance with current instructions for such correspondence.

Correspondence originating in the Office of the Director or constituent agencies and replies to letters not bearing a yellow jacket, prepared for the Administrator's signature, should bear a blue jacket. The procedure is described in the Assistant Administrator's memorandum October 20, 1943, to Heads of Administrations, bureaus and offices. The signature title "Administrator" should be used.

3. Correspondence prepared for the signature of the Director should bear the signature title "Director" and should show the initials of the preparing and approving officer on the yellow carbon copy.
4. Correspondence addressed to the President, Commodity Credit Corporation, will be routed first through the usual Commodity Credit channels instead of to the Director of Food Production.
5. Members of the staff of the Director's office, including the branches, will ordinarily prepare replies for the signature of the Director except that on matters of program operation or administration not involving policy, reply may be made over signature of the individual

responsible for the activity. Congressional mail addressed to the Director will always be prepared for the Director's signature.

6. Incoming correspondence should be attached to all letters prepared in the Office of the Director and to letters for signature of the Director prepared in the agencies.
7. All correspondence prepared in the Office of the Director and correspondence prepared in the agencies for signature of the Director should include an original, a yellow carbon copy, and a pink carbon copy. Correspondence prepared in the agencies should also include a white carbon copy which will be stamped and returned to the agency when signed. Agencies may make any additional copies necessary for their own records. To avoid duplication of files in the Office of the Director, only such additional white copies should be prepared as are necessary for current working reference. Congressional correspondence should include the usual number of additional copies currently required for Congressional use.

J B Hutson

